Welcome to CRT Resources, Services and Materials

OPI Assessment and Test Administration Conference
Billing, MT
January 29-30, 2009





Introduction

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Administration Dates*

CRT - Alternate

February 10 - March 25, 2009

CRT

March 2 - 25, 2009

(*See page 3 of the 2009 Test Coordinators Manual)





Overview of Presentation

- Updates
- Important Resources
- Measured Progress Packing/Shipping
- System/School Receiving
- Administration
- · Returning material to MP
- Reporting





New for 2009*

Two Shipments:

Shipment 1 –delivered to system offices February 6-11. Material will consist of CRT training CD and administration manuals and all CRT- Alternate testing material.

Shipment 2 – delivered to system offices February 19-26. Boxes will be addressed to schools and contain all CRT testing material.

There will be no system boxes in this shipment

Test Administration Manuals

One manual for all grades. Specific instructions for certain grades are indented and italicized.

* (page 4 of 2009 Test Coordinators Manual)





Important Resources

Montana Office of Public Instruction (OPI)

• Judy Snow – (406) 444-3656

Measured Progress Montana Service Center CRT

- Danielle Hornsby (888) 792-2741
- Nancy Hall (888) 792-2741
 CRT-Alternate
- Lynn Albee (800) 431-8901 ext. 2309

Other important phone numbers are listed on page1 of the 2009 Test Coordinators Manual (TCM)



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OPI Assessment Website

http://www.opi.mt.gov/Assessment/index.html

- Access the JUMP newsletter
- Download manuals and forms
 - CRT Alternate Assessment Manual
 - 2009 Accommodation Manual
 - MontCAS Test Security Guidelines
 - Test Security Information for Teachers
 - 2009 Test Coordinators Manual2009 Test Administrators Manual
 - Test Security Agreement forms
 - Voided and Unused Barcode Label Form
- Calendar of events
- Other important assessment information



Montana Office of Public Instruction

Measured Progress iServices

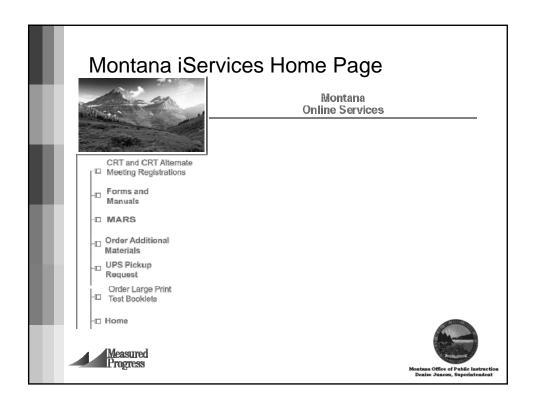
To access *iServices* go to http://iServices/, select "Montana" or "Montana Alternate" from the drop down menu and then select a service.

From the Montana *iServices* homepage you may:

- Register for upcoming CRT and CRT-Alternate development meetings
- Download additional forms and manuals
- Access the online reporting system (MARS)
- Order additional testing material
- Request a UPS pickup for the return of your testing material
- Order Large Print Test Booklets







Measured Progress Packing

- Shipping information received from OPI in the fall.
- AIM enrollment data received from OPI on Feb 3, 2009 (label file)
- Test materials quantities determined by enrollment plus overage
- Materials are packed by grade and by school.
 All material is shipped to system offices
- Test booklets assigned a unique barcode for tracking purposes



Shipping/Receiving

- Materials will be shipped to systems on Feb 13, 2009 via UPS
- · UPS is a third party carrier
- If you have not received test materials by February 25 call Measured Progress (888) 792-2741
- System Inventory*
 - Verify that you have boxes for all schools/grades in your system?
- Systems distribute boxes to schools
- School Inventory*
 - Open boxes and inventory contents immediately
 - Verify that the quantities you received match the quantities listed on materials summary sheet

*Inventory process may vary between systems

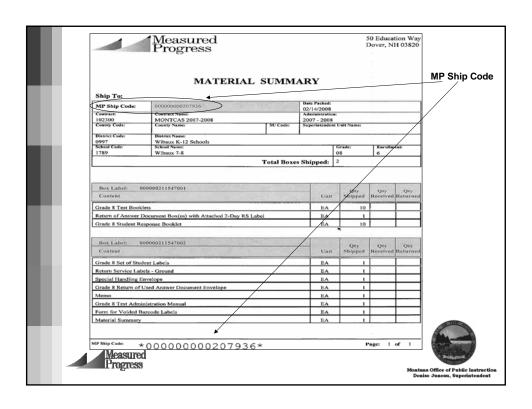




Additional Materials

- Additional Materials may be ordered <u>only</u> if you have already received a shipment
- To order materials you will need the schools <u>MPShipCode</u>. This code may be found on the <u>Materials Summary Form</u>.
- Additional CRT test booklets, Student Response Booklets, and CRT- Alternate Testing material may be ordered via iServices from February 20 – March 23
- Additional large print test booklets are ordered using a separate system listed on the *iServices* page, orders received after March 6 will not be processed.
- Additional shipping materials may be ordered Feb 20 March 30.
- Additional manuals and forms can be downloaded from iServices or OPI's website; http://www.opi.mt.gov/Assessment/index.html





CRT Test Administration March 2 – March 25, 2009

Prior to Testing

- Identify students to be tested
 - be sure students are enrolled at your school and that your student information system is current (AIM)
- Identify students who will be taking the CRT-Alternate (see page12-14 in the 2009 Test Coordinators Manual)
- · Identify students with accommodations
- Have a testing plan in place





What's Inside the CRT School Boxes?

- Memo
- Materials Summary
- Student labels sorted by grade, teacher, student
- Form for voided and unused barcode labels
- Test Administrators Manuals (TAM)
- Special Handling Envelope
- UPS ground label for returning test booklets
- "For Return of Used Answer Documents" envelope
- Flat box with pre-affixed UPS 2Day RS label for returning used student response booklets
- Test booklets (large print & Braille)
- Student Response Booklets (Answer Documents)





Student Labels

Example of Students Barcode Label

LastName, FirstName

Grade:

Barcode State Student ID (AIM)

Teacher: (AIM "sortby" field)

School Name

SysCode SchCode





Student Labels and Label usage

- Label Data was extract from AIM on February 2. All students enrolled at you school in AIM on that date will be included
 - If the Student ID is correct use the label even if you find that other student information on the label is incorrect, (i.e. misspelled name or wrong grade.)
 All errors should be reported to the AIM staff at OPI
 - If you did not receive a label for a student you must bubble Boxes A, B, D &
 E on page1 of the Student Response Booklet (see p.15-17 of the 2009 Test
 Administrators Manual)
- Teacher information was also included in the January extract. If you included a teacher name in the AIM "sortby" field this will be printed on the label
- Updates, additions and deletions to student information can be made in AIM until March 27 to insure the accurate reporting of participation and assessment results*
 - * Reporting errors that are identified as the result of improper coding in AIM or on the Student Response Booklet <u>will not</u> be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be reposted on MARS



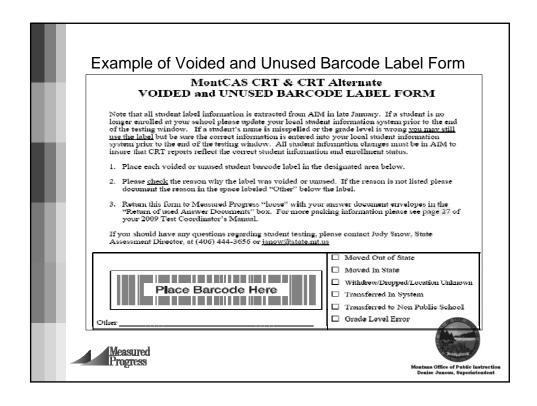
Montana Office of Public Instruction

Voided and Unused Barcode Label form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- All unused student labels should be affixed to this form - check the appropriate box or write a brief explanation as why it was not used
- The form is school specific but <u>not</u> grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades "Used Answer Document" box. (see page 27 of TCM)



Montana Office of Public Instruction Denise Juneau, Superintendent

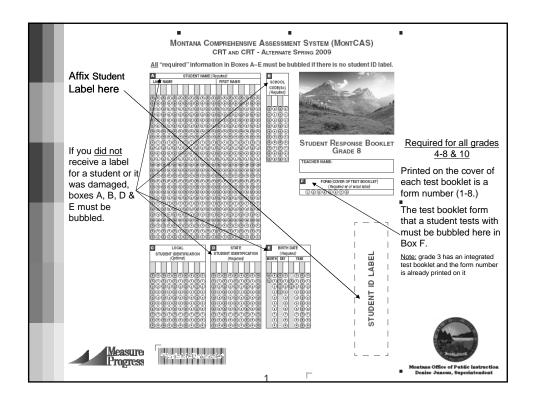


Student Response Booklets/ Answer Document

- Page 1 bubbling
 - Label vs. no label
 - Grade 4-8 &10 Test Booklet Form Number





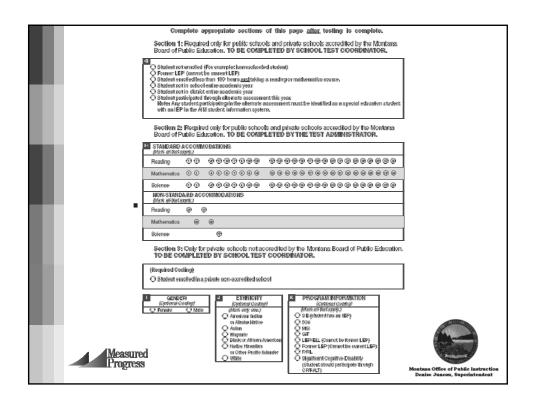


Student Response Booklets/

Answer Documents

- Page 2 bubbling
 - Section 1
 - Student's not enrolled (i.e. homeschooled)
 - Former LEP
 - Student enrolled less that 180 hours and taking a math or reading course
 - Student not in school the entire academic year
 - Student not in district/system the entire academic year
 - · Student took the CRT-Alternate exam
 - Section 2
 - Accommodations (for more information see page 13-17 of the TCM and OPI's 2009 Accommodations Manual)
 - Section 3
 - Must be completed by the test coordinator for participating private and non-accredited schools





Post Administration March 2 – March 25, 2008

After Testing

- Collect materials and verify that you have a student response booklet for each student tested
- Inventory Test Booklets
- Make sure that responses for students who used a large print test booklet have been bubbled into the Student Response Booklet/Answer Document that was included with it
- Verify that each Student Response Booklet has a barcode label <u>or</u> has the appropriate name and Student ID bubbled on page 1
- Check page 2 for appropriate coding





Returning Test Materials to Measured Progress

It is never too early to return materials!

Two shipping methods for materials

- UPS 2nd Day Air Student Response Booklets/Answer Documents
 - Label is pre-affixed to the grade specific "For Return of Used Answer Document" boxes
- UPS Ground All other "secure" testing materials
 - Secure testing materials are all the test booklets and unused Student Response Booklets/Answer Documents
 - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers





Returning Test Materials to Measured Progress

(see page26 -28 of TCM for more detailed instructions)

Student Response Booklets and other documentation

- Place your used Student Response Booklets into the grade specific "For Return of Used Student Answer Documents" envelope
- Booklets that have been soiled or are unscannable should be place in the "Special Handling" envelop
- Complete the Voided or Unused Barcode Label Form (if necessary)
- Sign OPI security documentation
- Put all the above into the "Return of Used Answer Documents" Box and ship to Measured Progress no later than March 27
- Return to Measured Progress via UPS
 - Option 1 use iServices to arrange next day pick-up
 - Option 2 Call UPS directly to arrange a pick-up
 - Option 3 (not listed in TCM) give pre-labeled boxes to any UPS driver





Returning Test Materials to Measured Progress

(see page26-28 of TCM for more detailed instructions)

Test Booklets

- Put all test booklets into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- Return to Measured Progress via UPS
 - Option 1 use iServices to arrange next day pick-up
 - Option 2 Call UPS directly to arrange a pick-up
 - Option 3 (not listed in TCM) give pre-labeled boxes to any UPS driver
- A final pre-scheduled pick up will occur Tuesday March 31 for schools who do not have activated UPS labels and for the return of testing materials

Answer documents not received by Measured Progress by April 2 will delay the release of state wide results on June 2



Montana Office of Public Instruction

Reporting

- Montana Analysis and Reporting System (MARS)
 - Assessment results will be reported on June 2
 - Access MARS via the iServices website http://iServices/
- Passwords will remain the same
 - Password information may only be obtained from OPI
 - New password requests are to be through OPI
- Parent letters and labels will be shipped the first week of September





